

Assistant Dean of Students
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251515>

Downloaded On: Jan. 15, 2025 6:38am

Posted Jan. 14, 2025, set to expire May 8, 2025

Job Title Assistant Dean of Students

Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Student Affairs

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Job Description

Posting Details

Position Information

Position Title: Assistant Dean of Students

Requisition Number: SCA00808

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General Description

Reporting to the Associate Vice President, Student Success and Engagement and Dean of Students, the Assistant Dean of Students is responsible for the management of the Student Engagement Unit, which includes Athletics, Student Engagement, and Student Conduct. The Assistant Dean develops, administers and reviews policies and procedures that govern student life; and oversees the student judicial and disciplinary process and processes for investigating sensitive and complex student complaints, including those under the purview of Title IX. This position serves as project lead to plan and implement the College's annual Commencement exercises and New Student Orientation programs.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Provide leadership, direction, and guidance to the athletic department. Ensure all compliance, equity, and NJCAA policies and guidelines are met and exceeded.

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- Coordinate the Student Success & Engagement regional and main campus outreach and staffing plans. Ensuring appropriate and equitable coverage of all offices.
- Design and implement co-curricular funding opportunities (out-of-class experiences) for students in collaboration with faculty and other College staff.
- Provides oversight for events and services offered to students at each Regional Center.
- Provide leadership, direction, and guidance to the College's Coordinator of Student Conduct and provide guidance, consultation, and direction as needed. Develop, administer and review policies and procedures that govern student life; oversee the student judicial and disciplinary process.
- Oversee the process for investigating sensitive and complex student complaints, including those under the purview of Title IX and related laws pertaining to campus safety and sexual misconduct in collaboration with the Diversity Compliance Office/Title IX Coordinator; facilitate related education, training and outreach programming for students.
- Serve as project lead to plan and implement the College's annual Commencement exercises; coordinating the efforts of the various stakeholders across the college.
- Serve as project lead to plan and implement the College's New Student Orientation programs. Coordinating the efforts of the various stakeholders across the college.
- Provide direction and supervision for overall marketing and promotion of Student Support & Engagement.
- Collaborate with the Strategic Communications department to maintain the divisions web site and publications, and perform updates as needed.
- In partnership with Strategic Communications, coordinate the production of the annual Student Handbook and electronic marketing efforts.
- Provide primary budget planning, implementation, and oversight for Student Activities, Athletics, Orientation, Commencement budget (General College Fee-source).
- Work effectively with enrollment management in coordinating student-centered events and services, e.g., orientation, international student services, veterans' services, etc., that promote student success and smooth transition through the College's enrollment, graduation, career and transfer processes.
- Develop and implement policies, procedures, and systems in support of operational effectiveness and the attainment of divisional goals.
- Manage functions related to the division's planning, development, and implementation of administrative operations to include maintenance of filing system, records, forms, report schedules, contracts and correspondence.
- Assist in the research, data collection, and preparation of divisional reports and external requests, ensuring accuracy of content and timely delivery; including annual progress reports, external mandated documentation, and compliance reports.

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- In collaboration with the AVP/Dean of Students monitor and manage the division's operating budget, preparing budget adjustments and providing reports, as needed.
- In collaboration with the AVP/Dean of Students ensure that all necessary reporting, recordkeeping and auditing systems are implemented in accordance with established protocols and requirements.
- Utilize best practices in the development of student life activities.
- Assist the AVP/Dean of Students as needed in the deployment of new initiatives.
- Provide supervision and professional development to assigned professional, clerical, and student staff.
- Assist in development and implementation of programs and services promoting international experiences for students including study- and travel-abroad programs in collaboration with Academic Affairs.
- Responsible for developing and implementing policies and procedures, in addition to assessment plans, for programs.
- Participate in campus-wide committees as assigned.
- Assume responsibility for divisional operations in the absence of the Associate Dean/Dean of Students.
- Perform assigned duties in a manner consistent with the mission, goals, and core values of the College.
- Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required; preferably in Higher Education/Educational Administration or related field. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Five (5) years of progressive experience in student life, student affairs or student programming including supervision of personnel and budget oversight required; community college experience preferred.
- Experience working with multiple institutional constituents to implement, assess, and enhance institution-wide programs required.
- Demonstrated experience in creating and promoting learning-centered student activities and innovative student development methodologies that promote and cultivate student engagement

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required.

- Demonstrated excellent organizational, time management, and oral/written communication skills required.
- Demonstrated ability to work effectively in a team environment, both as team leader and participant required.
- Ability to manage multiple priorities required.
- Ability to work effectively with an ethnically and culturally diverse campus community required.
- Understanding of and appreciation for the mission of an urban community college required.

Preferred Qualifications

- Master's degree in Higher Education/Educational Administration or related field preferred.
- Judicial Affairs experience preferred.
- Management experience in a collective bargaining environment preferred.
- Demonstrated proficiency with Adobe Create Suite and integrated management software such as Banner preferred.
- Experience with the usage and application of social media preferred.
- Experience with the usage and application of social media preferred.
- Proficiency with integrated management software such as SCT Banner preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)

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- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5

Min Salary/Hourly Rate: \$72,073

Max Salary/Hourly Rate: \$118,920

Job Posting Open Date: 11/13/2024

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have five (5) years of progressive experience in student life, student affairs or student programming including supervision of personnel and budget oversight?
 - Yes
 - No
5. * Do you have experience working at a community college?
 - Yes
 - No

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6. * Do you have experience in an collective bargaining environment?
- Yes
 - No
7. * Do you have any experience using the SCT Banner enterprise system?
- Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI259511339

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu



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